



DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEER DISTRICT, HONOLULU
FORT SHAFTER, HAWAII 96858-5440

REPLY TO
ATTENTION OF:

CEPOH-DE (100)


20 August 2002

COMMANDER'S POLICY MEMORANDUM #6

SUBJECT: Temporary Quarters Subsistence Expense (TQSE)

1. Purpose: This memorandum prescribes the policy governing the payment of TQSE.
2. Reference: Joint Travel Regulation (JTR), Volume II, Chapter 13 (Subsistence Expenses While Occupying Temporary Quarters).
3. In our efforts to provide customers the best value in projects and services that we can, I ask each of you to reduce costs where possible. I want you to know that TQSE is expensive, with costs per month as high as \$17,300 per employee.
4. While TQSE is not an entitlement, it is my intention to authorize the payment of TQSE to eligible employees. Leaders are accountable to ensure the District spends TQSE funds wisely, and to keep TQSE costs to a minimum. To this end, I expect employees to provide their supervisor with a plan detailing their efforts to locate permanent housing as soon as possible. This plan is due within 5 days of the start of the initial TQSE period.
5. Eligible POH employees arriving on a Permanent Change of Station (PCS) to Hawaii are initially authorized up to 30 days of TQSE. The employee's supervisor may approve up to a 30-day extension, in 15-day increments, beyond the initial 30 days of TQSE. I am the approving official for TQSE extensions beyond 60 days, in 15-day increments, for a maximum of 120 days of TQSE.
6. Procedures: Employees will request all extensions of TQSE, in accordance with the example attached, at least 7 days prior to expiration of their current term of TQSE. The employee's supervisory chain of command will endorse requests for extensions for which the Commander is the approval authority. All requests for TQSE are routed to Resource Management, Finance and Accounting Branch.

Encl


DAVID C. PRESS
Lieutenant Colonel, EN
Commanding

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CEPOH-XX

MEMORANDUM FOR SUPERVISOR/COMMANDER (as appropriate)

SUBJECT: Request for extension of TQSE

1. Request I be granted an additional 15-day increment of TQSE.
2. My initial period of TQSE began on 12 January 2001, and ends 10 February 2001, if this request for extension is not granted.
3. Explain and justify in detail why the extension is required. In general, requests for extensions for TQSE must be for compelling reasons beyond the employee's control. Acceptable reasons for extensions may include: household goods have not arrived on the Island; commitment for quarters rental has occurred but the quarters are not immediately available for occupancy; the purchase of a house is in escrow and the closing is imminent; etc.
4. Append the employee's plan to locate permanent housing to this memo.

EMPLOYEE'S NAME

Enclosure